



# NORRIDGE POLICE DEPARTMENT



## Employee Warning Notice

Name: Michael Caravia Star #: 28 Date: September 18, 2017

TYPE OF VIOLATION				
Attendance	Carelessness	Insubordination	Late Arrival/Early Quit	
Failure to Follow Instructions	Rudeness Towards Citizens	Willful Damage to Equipment	Personal Business While on Duty	
Unsatisfactory Work Performance	Violations of Policy/Procedure	Motor Vehicle Crash	X	Missing a Court Date

Date of Violation: September 14, 2017 Time of Violation: 1330

### DESCRIPTION OF VIOLATION:

Officer Caravia was assigned to Traffic Court on 9/14/14 at 1330. Caravia was given notice of tickets which required his presense in court. Officer Caravia failed to attend court on the assigned date and time. GO A25 Court Appearance Section II C (1) outlines the specifications for obtaining an excused absence.

### OFFICER'S STATEMENT:

☒ I agree with the above description ☐ I disagree with the above description

My reason is: \_\_\_\_\_

[Signature] 28 09/18/17  
Officer's Signature Star # Date

ACTION TAKEN		DATE	SUPERVISOR NAME & STAR
X	Verbal Warning	09/18/17	<u>[Signature]</u> #204
	Written Warning		
	Disciplinary Write-up		

### CONSEQUENCES IF VIOLATION OCCURS AGAIN;

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I have read and understand this warning;

[Signature] #28  
Officer's Signature / Star #

09/18/17  
Date

Supervisor Issuing Warning:

[Signature] #204  
Supervisor's Signature / Star #

09/18/17  
Date